

21 July 2014

Attn: Public Records Custodian, Brandi Cordova
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
Phone: (505) 747-2129
Fax: (505) 747-2170
Via Email: bcordova@nnmc.edu

Ms. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would to request the following public record(s):

- The position description of the Vice-President of Institutional Advancement.

I request the public record(s) provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf ; .jpeg etc.) by email. Should these formats be unavailable, I request “reasonable facilities to make or furnish copies of the public records during usual business hours.”

I appreciate your office’s attention to this request. Please feel free to contact me with any questions.

Thank you,
Annette M. Rodríguez
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505-573-1158